App.F.IX-4]

1924-5

File No. 11-26

Previous References. (P.S.)

G.O.Ms.E.1000-50/PWS25-27.
PWS Secl.No.27/1926-25
PWS Secl.No.2461/1923-24
PWS24-24(86)1-3. -1935-2286 2-7-- 25.

Later references:

PWS.57-25(1-3).

4 56-26(1-2,556)
33-27(7+8)

GENERAL & REVENUE SECRETARIAT

21-29 (1-4)
69-33 &1-4
69-33-7-8.
11 99-38 11 416

Serial Nos. 3-6 & 9

Serial Nos. Five (5)

PWS 10-63 55 112

15

Part B for July 1925

SUBJECT

Inspection of offices by Supdt Govt Stationery

8.9.25 To Heads of Departments
To D.C.s of Districts
No.S.53-10/-B 7-2-1925

Authorises Supdt of Stationery to make annual inspection of the Stock of stationery & forms in the offices at all District Headquarters.

800
31-7-25

Serial No.

Asst Secretary's note on the paper under disposal:

3) The G.O. dated 8th Aug 1922 in this file authorises the Supdt to visit all offices at Dist. Headquarters for the purpose of examining the stock of rejects, forms &c. and makes it clear that separate orders of Govt are necessary only when offices not situated at Dist. Hd Qrs require inspection. The Supdt has, however, been seeking approval in each case for the purpose among others of his T.A bills in this connection being passed by the Comptroller without objection and approval is being communicated accordingly. It is not also clear whether the offices in the Mysore city have already been visited once.

4) Remarks with the draft already put up.

5) The Govt Order seems to have been intended to apply to that occasion only.

6) The Supdt of Govt Printing wants permn to inspect stg in offices in Mysore city when he visits the place.

7) Draft Sanad is put up for appl.

8) It may be desirable to authorise the Supdt to inspect offices at Dist Hd Qrs not oftener than once a year. If this suggestion is approved the will be worked up and

Flag T

"Is there no general order authorising? Why are special orders necessary each time?"

Para 2 of Flag T

Flag C

P&S 18/1925

NOTE—Contn. Sheet

submitted for orders later.

Serial No.

Secd Member

8) Dossier opened.
I agree to the Bill being proceeded with.

9) Bill drawn up & submitted

To the Supdt, Govt Ptg & the compln. | 4
No G.6579-80 dt 23-2-25.

Approving of the proposal of the Supdt Govt Ptg, to inspect some offices in Mysore during Feby & March 1925.

10) Subd with reference to para 9 above.

11) Ask Supdt if he considers that any annual visit of the Offices addition to inspect Stg is likely to produce any results by way of economising Stg.

12) Draft Subd

13) Done

To the Supdt, Govt Ptg. No G.6765 dt 5-3-25 | 5
Enquires whether in his opinion an annual visit to the Dt Hds or Offices to inspect the Stock is likely to result in economising Stationery

NOTE—Contn. Sheet

Serial No. 6

From the Supdt of Stys No 281 dy 9.3.25 - stating that the annual inspection of the Stock of Stys & forms will have a wholesome effect.

14) Subd with refce to para 11 above

Issue - 11.3.25 TSS 12/3

15) When this point was considered by the Ret Coll they proposed an insp" propos both Supdt of Stys Did they suggest an annual insp" or an insp" once on that occasion? Please put up reports if available

Mov Dy

16) A copy of the report of the Supdt Finance Committee is put up.

Manager's Secn 17) From PP 15.25/22.8/17 the Corresp" that passed between the Finance & the Supdt of Stys it may be seen that

Gen. inspection of offices for taking a Census of stocks was originally intended to be made only once & not annually

Issue - TSS 23/3 23/3/25

(4)

Serial No.

(6) Submitted with reference to the second part of orders in para 3 above

The proposal in para 4 was that "it might be desirable that the Supdt should inspect offices at all Dt HQ-Qrs once a year.

(5) The Supdt was asked if such inspections would result in any economy in stationery. He thinks that they will have a good effect.

(7) To request the Supdt to inspect offices in all Dt HQ Qrs Stations each year might reduce them to a Stf inspecting officer - interfere with his work in the Press.

(8) Last year the Supdt inspected offices at Chelem again - and in the [illegible] the Annual report the Member was pleased to order that the Supdt should inspect offices in more places this year.

(9) It may be sufficient if the Supdt inspects offices at three places other than Bellary each year. He might be able to do this without much inconvenience in the slack seasons of the Govt Press. He cannot inspect offices in Bellary more one year & Hillspore one year alternately.

(10) This will mean that he will visit each Dt HQ Qrs place once in two

NOTE—Contn. Sheet

(4) X It is

(9) X Bellary Hillspore

Serial No.

years. The inspections should be considered as intended to help local officers and not by way of checking. Otherwise there might be some passive resistance on the part of local officers.

Readers

Sec 24/3

(Chief Secy) I do not think any change is called for to authorize any regular triennial inspection of ~~Dist~~ Office, at Dt Hd Qrs, much less any annual inspection. It will be enough if inspections are undertaken whenever considered necessary, permission being given on each occasion.

(1st member). 2.4.25

46/3-4

The Supt may be authorised to make an annual inspection of the outlying offices at Dt Hd Qrs provided that the visits are undertaken during the slack season ~~in the first month~~ & when practicable by the proper conduct & management of the Post Office. The Supt may be put up to Govt for approval of proposed orders

Govt 3/4

2/4 3/4

NOTE—Contn. Sheet

PHS File No. 11 of 1924 | General and Revenue Secretariat.

Serial No.

Draft Nuffd

Accepts Draft is circulated

Please make a clean copy
Nuffd

Issue
9.4.25 HOS
9/4
lb

Clean d/f put up

8926

Issue
21.4.25 HOS
21/4

Nuffd
21/4

Ch Secy)

1st member)

hm
5.5.25.

103/5.5

Drop appl
To be submitted for Dewan permn
& approval also

dy
1.5.25

Dewan) I/c of issue

hm
26.5.25.
Nuffd 26/5

3.7 hm

Issue
Nuffd 3/7

NO.Q.53-101 dt 7.7.1925

9

Heads of Depts & Dy Comms of Distts

Authorises the Supdt of Stamps to make an annual inspection of the Stock of Stamps & forms in the offices of all Distt Head qrs.

34318

PSS 11-24-3

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRINTING IN MYSORE;

Bangalore,.....10th..Feb....192 5.

2536.

G. Sec. 3786
12.2.26

B. PUTTAIYA, ESQ., B.A.,
SUPERINTENDENT, GOVERNMENT PRINTING,
BANGALORE.

REV. SECTION
11 FEB 1925
D. SECTION.

R. RAMASWAMAIYA, ESQ., B.A., B.L.,
Offg. Chief Secretary to the Government of
His Highness the Maharaja of Mysore,
BANGALORE.

I have the honour to request that sanction may be kindly accorded for my inspecting stock of Registers, Forms and Stationery articles in the offices at Mysore City during the latter part of this month and the beginning of next month and at other times when I proceed to Mysore for inspection of the Branch Press.

I am inspecting the offices at Bangalore now

and shall submit my inspection report in due course.

I have the honour to be,
Sir,
Your most obedient servant,

Superintendent.

D.V.S.

1) Subd with a draft appearing.
See previous papers also hospitals.
hf.
17/7/28

2) Is there no genl. rule
authorising? Why are
Spl. rules necessary each
time? [illegible]

G.R..S VI G 34]

9

SUBJECT.....

.....

.....

No. *No. of letter replied to*.....

FRO

and Revenue Secretariat

( )

T , *the* 192 .

Section P+S

File No. 11-24

Serial No. 4

Proceedings of the Government of His Highness the Maharaja of Mysore.

Date of issue 23/2/25

ned by Mr. M.V.J.

Read—

Letter no 2536 dated the 10th Feb 1925 from the Supdt. Govt Printing, requesting approval of Govt to his inspecting the stock of registers, forms accd articles of stationery in the offices situated in the Mysore City during the latter ½ of Feb accd the beginning of march 1925 and also at other times, when he may proceed to Mysore in connection with the inspection of the Branch press.

Order — No. 6579-80

+ Approved.

17/2/25

for Chief Secy

k

a this be

i 1 Printed ?

ii ii treated as a standing order ?

iii iii published in the Gazette.

English Part ?

iv translated ?

v placed at the disposal of the press ?

vi published in the Gazette, Kannada Part ?

No

To The Supdt, Govt Printing
The Comptroller.

17/2/25

(10

G. R. S. VI—G/32]

SUBJECT.....

.....

.....

Diary No. of letter replied to.....

General and Revenue Secretariat

( )

, the *191* .

Date of issue 5-3-25

Signed by Sri. M. Venkatesa Iyengar.

Section P28
File No. 11-24.
Serial No. 5

No. G. 6765

To

The Secretary, Govt Printing.

Sir,

In Continuation of G.O. 6529-8
Fts 11-24-4 & 23-2-25. I am directe
to enquire whether an annual
visit to the offices at Hd Qrs
to inspect the stock of stys & forms
is likely to produce any results
by way of economising stationery

I have &c

Chief
for Ch. Secy

5-3-25

over.

3.

3.

37492

Gm 6218

WD 731—GPB—6,000—23-10-23

All communications *re* Stationery, and forms not included in annual indents should be addressed to this office, and the Superintendent, Government Printing, for printed forms due on indents. Correspondence *re* forms and stationery should be in separate letters.

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT STATIONERY DEPOT.

Dated Bangalore, 9th March 192 5

No. 2 81

P & S 11-24-6

FROM

B. PUTTAIYA, ESQ., B.A.,
SUPERINTENDENT OF STATIONERY,
BANGALORE.

TO

B. Ramaswamaiya, Esq., B. A., B. L.,
Offg. Chief Secretary to the Government of
His Highness the Maharaja of Mysore,
Bangalore.

Sir,

With reference to your letter No. G. 676/ P & S 11-24-5 date the 5th instant re the inspection of the stock of Forms and Stationery articles in the District Offices, I have the honor to state that I have found it by experience that the annual visit of inspection will have a wholesome effect in focussing attention on the necessity not only of economical use of Forms and Stationery articles but also of keeping them well-arranged and duly labelle and properly accounted for in the Receipt and Issue Registers. All these details had been sadly neglected before the institution of these visits of inspection but now I am sure they are being more closely attended to. The drastic retrenchments in supplie and the peremptory withdrawal of excess stock which ~~are being~~ have been ma during the past few years have had a salutary effect and have opened the eyes of all offices towards careful preservation and economical use of Forms and Stationery articles.

I am sure that annual visits of Inspection will contribute towards material improvement in the careful stocking, economica use and proper accounting of Forms and Stationery articles.

I have the honor to be,
Sir,
Your most obedient servant,

B. Puttaiya
Superintendent.

P&S 11-24-9

Proceedings of the Government of H.H. the Maharaja of Mysore.

(12)

Read:-

G.O.No.E. 1000-50/P&S 25-22-1 dated 8th August 1922 authorising the Superintendent Government Printing and Stationery to visit all offices at District Head Quarters in order to bring into use the large stocks of books and forms etc., lying unused in these offices.

2. Correspondence ending with letter No. 281 dated 9th March 1925 from the Superintendent of Stationery regarding annual visits for -- inspection of forms and stationery articles in offices.

****

O R D E R No. G 53-101/P&S 11-24-9

Dated Bangalore 7th July 1925

Since the issue of the Government Order of August 1922 read above, over 129 offices were inspected by the Superintendent of Staticnery and surplus stock of registers and forms (inclusive of obsolete ones) of the approximate value of Rs. 1,30,000 in the aggregate were released for other use, resulting in ~~not a little~~ considerable saving in the expenditure on forms both in the Press and the Stationery Depot. The inspections have also been otherwise beneficial on the whole.

Government consider that periodical -- inspections of forms and stationery by the Superintendent of Stationery will be generally helpful in economising their use ~~from time to time, Government~~ are pleased to authorise the

Superintendent

5)

Superintendent of Stationery to make an annual inspection of the stock of stationery and forms in the offices at ~~the~~ District Head Quarters. Visits should be undertaken during the stock seasons in the Press Office and without prejudice to the proper conduct and management of the Press. The visits are not intended by way of checking the work of local officers but by way of help and expert advice, the responsibility of the local officers in the matter of the stocking and use etc., of the forms and stationery remaining as before.

~~For~~ Chief Secretary to Govt.

To

The Heads of Departments and Deputy Commissioners of Districts.

c.n.

(14

S.O.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS

G. O. No. C. 53-101/P. & S. 11-24-9 Bangalore, Dated, 7th July 1925.

Annual Inspection of the Stock of Stationery

Authorises the Superintendent of Stationery to make an———and forms in the Offices at all District Head Quarters.

Read:—

G.O. No.E.1000-50/P.& S. 25-22-1 dated 8th August 1922 authorising the Superintendent Government Printing and Stationery to visit all offices at District Head Quarters in order to bring into use the large stocks of books and forms etc., lying unused in these offices.

2. Correspondence ending with letter No.281 dated 9th March 1925 from the Superintendent of Stationery regarding annual visits for inspection of forms and stationery articles in offices.

ORDER No.G.53-101/P.& S.11-24-9 DATED 7TH JULY 1925.

Since the issue of the Government Order of August 1922 read above, over 129 offices were inspected by the Superintendent of Stationery and surplus stock of registers and forms (inclusive of obsolete ones) of the approximate value of Rs. 1,30,000 in the aggregate were released for other use, resulting in considerable saving in the expenditure on forms both in the Press and Stationery Depot. The inspections have also been otherwise beneficial on the whole.

Government consider that periodical inspections of forms and stationery by the Superintendent of Stationery will be generally helpful in economising their use and are pleased to authorise the Superintendent of Stationery to make an annual inspection of the stock of stationery and forms in the offices at all Distict Head Quarters and submit copies of their notes of inspection for the information of Government. The visits should be undertaken during the slack seasons in the Press Office and without prejudice to the proper conduct and management of the Press.

B. RAMASWAMAIYA,
Offg. Chief Secretary to Government.

To—The Heads of Departments..
The Deputy Commissioners of Districts.